

POSITION DESCRIPTION (Please Read Instructions on the Back)								1. Agency Position No. <b>HR702</b>		
2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input checked="" type="checkbox"/> Hdqtrs <input type="checkbox"/> Field		4. Employing Office Location <b>Norfolk, VA</b>		5. Duty Station <b>Norfolk, VA</b>		6. OPM Certification No.		
Explanation (Show any positions replaced)  Replaces PD# F066A				7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
				10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is <input type="checkbox"/> Supervisory <input checked="" type="checkbox"/> Managerial <input type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1 Non-Sensitive <input type="checkbox"/> 3 - Critical Sensitive <input checked="" type="checkbox"/> 2 Noncritical Sensitive <input type="checkbox"/> 4 - Special Sensitive		
15. Classified/Graded by		Official Title of Position				Pay Plan	Occupational Code	Grade	Initials Date	
a. U.S. Office of Personnel Management		<b>Equal Employment Manager</b>				<b>GS</b>	<b>0260</b>	<b>14</b>	<b>(b)(6)</b> 10/27/2015	
b. Department, Agency or Establishment										
c. Second Level Review										
d. First Level Review										
e. Recommended by Supervisor of Initiating Office										
16. Organizational Title of Position (if different from official title) <b>Command Deputy Equal Employment Manager (CDEEOO)</b>						17. Name of Employee (if vacant, specify)				
18. Department, Agency, or Establishment <b>Commander, U.S. Fleet Forces Command</b>						c. Third Subdivision				
a. First Subdivision <b>Fleet Personnel Development &amp; Allocation Div (N1)</b>						d. Fourth Subdivision				
b. Second Subdivision <b>Fleet Civilian Personnel Programs Branch (N1CP)</b>						e. Fifth Subdivision				
19. Employee Review—This is an accurate description of the major duties and responsibilities of my position						Signature of Employee (optional)				
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.										
a. Typed Name and title of Immediate Supervisor <b>(b)(6)</b> <b>Director, Civilian Human Resources</b>					b. Typed Name and Title of higher-Level Supervisor or Manager (Optional) <b>(b)(6)</b> <b>Director, Fleet Personnel Development &amp; Allocation Div</b>					
Signature <b>//Electronically Signed//</b>					Date: <b>09/08/2015</b>		Signature <b>//Electronically Signed//</b>		Date <b>09/10/2015</b>	
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.						22. Position Classification Standards Used in Classifying/Grading Position <b>OPM JFPCS for Administrative Work in the Human Resources Group GS-0200 of 12/2000; GSSG HRCDD-5, 06/1998</b>				
Typed Name and Title of Official Taking Action <b>(b)(6)</b> <b>OCHR HRCP, EXECUTIVE AGENT</b>						Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.				
Signature <b>(b)(6)</b> <b>10/27/2015</b>										
23. Position Review		Initials	Date	Initials	Date	Initials	Date	Initials	Date	
a. Employee (optional)										
b. Supervisor										
c. Classifier										
24. Remark  <b>This is a HRCP Senior Level position and must be classified and recruited via the Executive Agent. Please forward action to inbox NV_HRCP.</b>  <b>UIC: 00060    ORG: N1CP    CC: FF60    BUS: 8888    BIN: 2864792    POID: CH    SOID: LZ</b>  <b>MC: NV60    GEOLoc: 511760710</b>  <b>Position is at full performance level</b>										
25. Description of Major Duties and Responsibilities (See Attached)										

## EQUAL EMPLOYMENT MANAGER

GS-0260-14

### I. INTRODUCTION

This position serves as the Command Deputy Equal Employment Opportunity Officer (CDEBOO); U. S. Fleet Forces Command. The incumbent is the principal advisor to the Commander regarding all matters pertaining to Equal Employment Opportunity (EEO) programs. The United States Fleet Forces Command (USFFC) is an Echelon II command headed by a four-star Admiral. This position reports to the Director, Civilian Human Resources (DCHR), who reports to the Director, Fleet Personnel Allocation and Development, an SES position. The DCHR is the principal authority on Human Resources Management and Equal Employment Opportunity (EEO).

The incumbent of this position manages the overall EEO program for the Command. He/she provides for continuing positive equal employment consulting services to managers at all levels; concentrates on systemic EEO issues in support of a Model EEO Program as prescribed by the EEOC in the Management Directive 715 (MD 715), as well as on individual problems. The incumbent performs detailed analyses and investigations of agency programs to support the USFF mission and the strategic plans of the agency, human capital and EEO, including monitoring and providing first hand advice, guidance and interpretation of EEO regulations to management officials, employees and staff. The incumbent briefs at all levels of management, to include the Senior Executive level, to ensure continuity of operations in execution and accountability for a Model EEO Program.

The CDEBOO's primary function is to integrate EEO objectives into U. S. Fleet Forces Command's overall HR and executive planning strategy. The primary focus is to eliminate discrimination that produces barriers to EEO. Maintains liaison and consults with program officials at higher headquarters, Department of the Navy (DON), Department of Defense (DOD), Equal Employment Opportunity Commission (EEOC), private and public agencies; collaborates with other EEO offices, departments and supervisors on matters related to EEO and special emphasis programs.

The EEO program provides services to approximately 20,000 civilian personnel geographically located around the world. USFFC has 166 installations that include submarine facilities, ship maintenance and repair facilities, information technology and communications facilities, security, intelligence, scientific and engineering commands. The workforce consists of specialty recruitment programs such as scientists, highly specialized engineers, research positions and positions that require doctorate level academic qualifications.

### II. MAJOR DUTIES

1. The incumbent serves as the expert advisor and spokesperson for the Commander, U. S. Fleet Forces Command, USFF commanders and senior leaders on all matters pertaining to the EEO program. Manages, provides leadership, plans and monitors the command EEO program for civilians assigned to USFF and subordinate commands. Manages and directs the development and implementation of Command EEO policies and procedures to effectively deal with the

prevention/elimination of individual and systematic discrimination. Represents the Command in contacts with Government and civilian agencies (within and outside the Command) on matters relating to EEO. Responsible for conducting staff assistance visits and inspections as scheduled by the USFF Inspector General (IG). Monitors the overall EEO program for compliance with existing laws and regulations and evaluates and supervises the preparation of reports on the effectiveness of EEO program activities. Maintains liaison with EEO staff at other commands and Federal agencies. Provides reports to the Commander and DCHR as required.

50%

2. Establishes and manages the EEO complaints system. Plans and administers the informal/formal complaint process; policies and procedures; and determines allocation of resources for individual complaints. Accepts or rejects complaints and makes recommendations to Commanders, top managers and supervisors on disposition of complaints. Assures EEO counselors are properly trained to achieve effective resolution of complaints at the pre-complaint level. Advises and consults with Commander, headquarters staff, and Commanders and senior leaders of the subordinate commands on identification and elimination of individual and systematic discrimination; promotion and development on EEO policies, plans and programs; full utilization of women and minorities; and corrective actions necessary to achieve equal employment opportunity. Directs and reviews analysis of EEO laws, court decisions, regulations, personnel policies to determine impact on the Command and recommends appropriate program and policy changes. The CDEEO provides guidance, assistance, and command specific training, as needed, to subordinate activities and management officials involved in the discrimination complaints process.

Manages development and administration of the Affirmative Employment Program, including data collection and analysis, reporting, planning, monitoring and evaluation. Conducts barrier analysis, reviews management policies and practices, and recommends appropriate actions and/or changes. Affirmative Employment Programs include: Cultural Diversity; Employment of Persons with Disabilities; and Special Emphasis Programs (e.g., Federally Employed Women; Hispanic Employment; Black Employment; Native American Employment; and Asian American/Pacific Islander). The incumbent analyzes work force statistics and participates in HR evaluations, studies, and surveys. Develops and/or reviews agency policies and equal opportunity activities affecting the employment of all protected groups.

25%

Responsible for ensuring the development of EEO training courses for USFF commands. Ensures managers of serviced activities are adequately trained and develop necessary skills to perform effective EEO responsibilities. Develops instructional materials and conducts EEO training, either general training or in specific EEO areas (e.g., Prevention of Sexual Harassment Prevention, Barrier Analysis). Presents training to employees, managers, supervisors, and key personnel throughout USFF

5%

3. As Director of the USFF Equal Employment Opportunity Center of Excellence (EEO COE), the incumbent supervises the work of the EEO COE staff via two subordinate supervisors. Plans work to be accomplished by subordinates, sets and adjusts short-term priorities, and prepares schedules for completion of work; assign work to subordinates based on priorities, selective

consideration of the difficulty and requirements of assignments, and the capabilities of employees; evaluate work performance of subordinates; give advice, counsel, or instruction to employees on both work and administrative matters; interview candidates for positions in the unit; recommend appointment, promotion, or reassignment to such positions; hear and resolve complaints from employees, referring group grievances and more serious unresolved complaints to a higher level supervisor or manager; effect minor disciplinary measures, such as warnings and reprimands, recommending other action in more serious cases; identify developmental and training needs of employees, providing or arranging for needed development and training; find ways to improve production or increase the quality of the work directed; develop performance appraisals. The CDEEOO is responsible for defining Command EEO program budget requirements and developing the required input to the command's Budget planning and programming process (i.e., EEO Training, Special Emphasis Programs, etc.).

20%

Performs other duties as required.

#### FACTOR 1. KNOWLEDGE REQUIRED BY THE POSITION - LEVEL 1-8 - 1550 POINTS

Expert knowledge of Equal Employment Opportunity concepts, principles, and practices applicable to the full range of the Equal Employment Opportunity Program including minorities, the Federal Women's Program, Hispanic Employment Program, and Special Emphasis Programs. Must possess skills and knowledge to sufficiently plan, organize, direct, staff, carry out, and evaluate an Equal Employment Opportunity Program for a large major command headquarters.

Skills, abilities, and management knowledge to address, identify, and recommend solutions to systemic problems and the elimination of barriers to equal employment. Must be fully proficient in furnishing Command-level advisory consulting services to the Commanding Officer, DCHR, Fleet Human Resources Offices (FLTHRO) staff; and subordinate commands on all EEO matters.

Full level skills to advise managers in the development of the EEO Plan of Action and be fully proficient in monitoring implementation throughout the command. Must be skillful and knowledgeable in developing and carrying out affirmative action plans and in dealing with specific individual and systemic problem areas from a staff level area of assignment.

Ability to identify and provide consultation, advice, and assistance to commands in an effort to deal with systemic equal employment problems which may require an in-depth involvement in technical personnel administration or management issues.

Abilities, knowledge, and skills required in dealing with the interrelationship of equal employment and personnel management functions such as labor relations, staffing, training, compensation and position classification and also with other management functions such as budgeting and planning. Must have the skill and ability to maximize the use of available

program resources.

Proficiency and skill in identifying under-representation of minorities and women in the organization's main professional, administrative clerical and technical occupations.

Must be skillful in applying command level knowledge when administering the functions and responsibilities of this position for the operation of the EEO COE and EEO staff at subordinate commands.

Skillful in conducting organizational and occupational reviews and workforce analysis. Must be able to apply EEO knowledge when identifying and recommending changes to equal employment problem areas that may have a disparaging impact on classes of employees or job applicants. Must have and be able to utilize skill in fact-finding analysis and problem solving to identify and define EEO problems and recommend workable solutions.

Fully knowledgeable of Federal personnel administration, policies, practices, EEO laws, precedent cases and decisions, policies, principles, and methods to plan, direct and evaluate the command EEO Program. Must be able to apply knowledge and skills sufficiently from a command position to assist managers and supervisors in dealing with affirmative action plans

#### FACTOR 2. SUPERVISORY CONTROLS - LEVEL 2-5 - 650 POINTS

Works under the administrative direction and supervision of the Director, Civilian Human Resources (DCHR). Serves with full managerial responsibility as the CDEEOO and Director, EEO COE. Receives program direction from the DCHR in which the incumbent exercises technical and administrative responsibility for planning, organizing, and directing the Command Equal Employment Opportunity Program (including Hispanic, Women, Minorities, and Special Emphasis Program). The incumbent of this position has access to the Commander and the SES regarding Equal Employment Opportunity matters as appropriate. Work is periodically reviewed by the DCHR to determine if the overall objectives of the EEO Program meets the requirements of the Department of the Navy, the Office of Personnel Management and the Equal Employment Opportunity Commission.

#### FACTOR 3. GUIDELINES - LEVEL 3-5 - 650 POINTS

Guidelines such as laws, Executive Orders, policy statements, and government-wide or agency directives normally cover work performed by this position, although many complex situations do arise which may cause the incumbent to work within guidelines which may be broadly stated and non-specific such as basic legislation, court decisions and government-wide policies which filter down from the Department of the Navy or the Equal Employment Opportunity Commission.

The incumbent must use seasoned judgment in interpreting guidelines that exist to formulate staff level operating policy for Equal Employment Opportunity Programs.

#### FACTOR 4. COMPLEXITY - LEVEL 4-5 - 325 POINTS

Incumbent must employ a broad range of fact-finding and analytical ability and techniques which require decisions in interpreting varied and complex situations within the confines of laws, regulations, or policies. Within the jurisdiction of a staff level EEO Advisor, the incumbent must be able to plan, evaluate and recommend solutions to difficult and various situations or problem areas. Is required to investigate, as a staff advisor, problems with program goals and attainments, day-to-day command operations, and systematically evaluate progress and recommend levels of resources and overall organization of the EEO Program. The position requires the incumbent to apply a high degree of judgment in setting the overall program priorities and recommending program direction.

#### FACTOR 5. SCOPE AND EFFECT - LEVEL 5-5 - 325 POINTS

The scope of this position requires the incumbent to exercise primary staff responsibility for all EEO functions within USFFC. The incumbent is responsible for directing, evaluating and carrying out affirmative action; special emphasis programs (to include the Federal Women's and Hispanic Employment Programs); minority, women, handicapped and staff level complaint administration and resolution. The managerial work includes planning and organizing EEO resources, the setting of command goals and evaluating results from a staff management viewpoint for a large and complex major command. The effect concerns EEO Programs and opportunities of substantial numbers of people located throughout the command. The incumbent is required to identify, plan, evaluate, establish and assess the program effectiveness which may ultimately affect the rights or economic welfare of these substantial number of employees or applicants of USFFC and its subordinate commands.

#### FACTOR 6. PERSONAL CONTACTS - LEVEL 6-3 - 60 POINTS

Personal contacts are with persons inside and outside the major command of USFF. Contacts may be with persons such as, but not limited to, attorneys, community/organization representatives, EEO officers/specialists from other commands or representatives or officials from the Equal Employment Opportunity Commission; within the command and agency the incumbent may have contacts with DOD and Navy officials, commanders, managers, supervisors, union officials and individual employees. Contacts are extended to other personnel as required by the dictates of the position. Content of contacts range from routine through difficult and/or diverse encounters wherein the role or authority of each party is normally identified and developed during the course of the contact.

#### FACTOR 7. PURPOSE OF CONTACTS - LEVEL 7-3 - 120 POINTS

The purpose of contacts is to provide staff level guidance and assistance and to identify and recommend for consideration and resolution moderate to complex level Equal Employment problems. Incumbent identifies occupational groups and trends where equal employment opportunities for minorities and women may be under-represented within the command workforce. Recommends installation management/supervisory personnel provide opportunities for better representation. Purpose also is to discuss complex matters with managers and attempt to obtain agreement concerning equal employment representation. Justifies or defends decisions on major controversial issues. Persons contacted may be receptive or skeptical, fearful, or uncooperative, requiring the incumbent to use management skills and techniques in conducting meetings to obtain desired results.

#### FACTOR 8. PHYSICAL DEMANDS - LEVEL 8-1 - 5 POINTS

Work is mostly sedentary.

#### FACTOR 9. WORK ENVIRONMENT - LEVEL 9-1 - 5 POINTS

Work is performed in an office setting. Work areas are adequately lighted, heated, and ventilated.

#### Other:

Travel away from the normal duty station is a requirement in the position. Approximately 20% travel will be required to attend meetings/conferences, conduct briefings, provide training and visit other site offices.

This is a non-critical sensitive IT-11 position requiring the incumbent to obtain and maintain security clearance eligibility at the secret level and/or eligibility for continued assignment to a sensitive position. The incumbent has access to information requiring protection under the Privacy Act of 1974 and to DOD and DON IT system(s) with ability to access and/or impact sensitive data. The work involves duties requiring confidence and trust.